

City of San Rafael
Job Class Specification

Job Title: Deputy Public Works Director

SUMMARY

Under the direction of the Public Works Director, the Deputy Public Works Director plans, organizes and directs traffic engineering, land development, encroachment permitting and inspections; coordinates assigned activities with other divisions and departments; serves as the City designated Traffic Engineer and provides highly complex staff assistance to the Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Oversees and develops goals and objectives as they relate to traffic engineering, land development, encroachment permitting and inspections; establishes schedules and methods for the performance of technical and professional duties; implements policies and procedures.
- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in transportation planning and traffic engineering, land development and encroachment permitting and inspections.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.
- Participates in review of development plans and Environmental Impact Reviews (EIR's).
- Establishes and maintains liaison with appropriate governmental bodies, private firms, organizations or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws and technical standards affecting traffic engineering.
- Represents the City in legal affairs related to traffic and transportation issues; coordinates and prepares answers to legal inquiries.
- Directs the research of new traffic engineering practices, applications, trends, control devices, capacity enhancements, and traffic operations improvements for implementation.
- Monitors the operations and suitability of existing traffic facilities; recommends and assists in the implementation of new traffic control facilities.
- Prepares reports and analysis for City Council and City Staff.
- Meets with public and private engineers, architects, contractors and owners to discuss projects.
- Prepares applications for State and Federal funding to enhance City traffic signal and related projects.
- Serves on boards representing the City.
- Coordinates with Public Works Directors and Engineers in other cities on matters of joint concern.
- Participates in the development of the capital improvement program.
- Plans, supervises and reviews the design and construction of public capital projects as it relates to assigned activities.
- Conducts investigations and resolves complaints received from the community.
- Negotiates fees and schedules with consultant(s).
- Supervises assigned CIP projects to ensure projects are completed on schedule and within the budget.
- Supervises and participates in the review of plans and the inspection of construction in progress for adherence to codes, acceptable engineering standards.
- Ensures compliance with Public Contracts Code, Federal and State laws, local ordinances and regulations.
- Performs related duties as required.

KNOWLEDGE OF:

- Principles, practices and theory of traffic planning and engineering, including traffic calming and neighborhood traffic reduction.
- Planning, budgeting, design and construction management of the public works projects
- Selecting and paying consultants.
- Request for Qualifications (RFQ) and Request for Proposal (RFP) procedures.
- Federal, State and local laws impacting Public Works
- Caltrans policies and procedures
- Principles, practices and trends in public works administration
- Principles of management
- Design methods of Public Works projects including the construction of signals, lighting, parking, and facilities
- Principles of organization, administration, and personnel management
- State Subdivision Map Act
- Tentative Maps and environmental documents
- Public Works operations and maintenance
- Construction Management

ABILITY TO:

- Organize, implement and direct traffic engineering and planning, and land development operations and activities.
- Analyze complex traffic control problems, evaluating alternatives and reaching sound conclusions.
- Perform a variety of responsible traffic and transportation engineering functions.
- Perform required traffic/transportation studies and analyses.
- Interpret and apply Federal, State and local laws
- Communicate effectively, verbally and in writing
- Maintain a flexible, cooperative customer service attitude and work well with other departments
- Coordinate diverse activities of the department
- Manage a cadre of Public Works professionals and paraprofessionals
- Manage a budget and supervise staff

EDUCATION AND/OR EXPERIENCE:

A combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

- Six years of increasingly responsible experience performing traffic and/or civil engineering, including 2 years of supervisory/management experience
- Valid California Driver's License
- An equivalent combination of education and experience to successfully perform the essential duties of the job.
- Registration as a Traffic Engineer or Civil Engineer in the State of California preferred.

Incumbent registered as a Civil Engineer in the State of California may serve as the City Engineer in the absence of the Public Works Director.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or

move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is exposed to moving mechanical parts, heavy construction equipment and outside weather conditions from time to time. The noise level in the work environment is usually moderate.

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